

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Solid Waste Program Manager	<b>Job Family:</b> 3
<b>General Classification:</b> Management	<b>Job Grade:</b> 38

**Definition:** To plan, direct and supervise solid waste collection, disposal and recycling programs.

**Distinguishing Characteristics:** The Solid Waste Program Manager receives administrative direction from the Public Works Transportation and Policy Manager and supervises the Solid Waste operation of the Public Works Department. The Solid Waste Program Manager is responsible for developing long-range plans for refuse collection, disposal and recycling.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Develops and implements strategic plans for reducing solid waste disposed at landfills.
2. Hires, trains, supervises and evaluates staff assigned to the Solid Waste operation. Assigns work activities, projects and programs, monitors work flow, reviews and evaluates work products and methods.
3. Negotiates and manages contracts for refuse collection, disposal and recycling services.
4. Develops and implements various solid waste collection rate alternatives.
5. Supervises and reviews the work of consultants providing technical assistance for solid waste collection and disposal, recycling, public education and regulatory compliance.
6. Acts as a liaison with private industry, consultants, local, State and Federal agencies, City officials and the public.
7. Prepares for and conducts staff presentations at City Council meetings and public hearings on solid waste and recycling issues.
8. Develops, prepares and administers the Solid Waste Section budget.
9. Ensures compliance with City, County, State and Federal solid waste laws and regulations.
10. Performs other related duties as assigned.

11. Prepares reports and makes recommendations on the formulation of policy and procedures, often with City-wide impact.
12. Conduct financial analyses; prepare reports and make recommendations regarding rate structures, bonding, budgeting and other financial matters.
13. Oversee the development, administration and monitoring of the City or department budget; prepare a variety of fiscal, administrative and management reports; prepare complex financial forecasting of expenditures and revenues.
14. Manage complex projects that cross departmental boundaries and require City-wide coordination and communication.
15. Represent the City in community and professional meetings.
16. Interpret Federal, State and City regulations; coordinate their application to City operations.
17. Make presentations on assigned projects and programs to the City Council.

**Minimum Qualifications:**

Knowledge of: Principles and practices of strategic planning, contract review and administration; an overview of pertinent local, State and Federal laws and practices related to solid waste collection, disposal and recycling; principles and practices of public administration, municipal finance and budgeting; principles of contract and grant administration; principles of supervision, training and performance evaluation; statistics and techniques of complex data analysis; principles and practices of supervision and training; municipal budgeting procedures and techniques; principles of public relations and communication; principles of business correspondence and report writing.

Ability to: Plan, organize, implement and direct solid waste programs; manage the analysis of complex administrative/operational problems; review complex organizational, administrative and financial problems and recommend and implement an effective course of action; train and evaluate assigned staff; evaluate program effectiveness; coordinate work with other divisions, departments and outside agencies; perform long-range planning; prepare cost estimates; supervise, train and evaluate assigned staff; develop, prepare and administer the Solid Waste Section budget; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Equivalent to a bachelor's degree with major course work in engineering, natural resources management, business administration, public administration, or a related field, and four years of experience in a management position (including one year of supervision). Public sector experience is highly desirable.

**Required Licenses or Certificates:** A valid California driver's license.

**Working Conditions:** Occasional visits to the transfer facility and closed landfills (frequent exposure to unpleasant environment). Required to work irregular work hours to accommodate Council meetings, public hearings, public meetings, etc.

Established April 1992

Revised July 2006

CLASS SPECS

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